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Library Trustee Minutes 01/11/11

Robbins Board of Trustees
Meeting January 11, 2011

Call to Order

Kathryn Gandek-Tighe called the meeting to order at 7:23 pm. The following additional Trustees were present: Katherine Fennelly, Brigid Kennedy-Pfister, Joyce Radochia, and Barbara Muldoon. Absent were Heather Calvin and Frank Murphy. The Library Director, Maryellen Loud, also attended.

Approval of Minutes

The Trustees approved the minutes of December 14, 2010 with minor amendments. Motion to accept the minutes as amended was made by Kathy Fennelly seconded by Barbara Muldoon; vote taken, the minutes were approved as amended.

Communications

Sustainable Arlington and the High School SAVE club wrote to request permission to hold a bake sale during a movie they are showing to raise money for the charitable organization of their choosing. Motion was made by Kathy Fennelly seconded by Barbara Muldoon; vote taken, the motion was approved.

Community Time

No community members were present at the meeting.

Director's Report

The "Dr. Who Mini Marathon" and "Glee Night" were resounding successes. Ms. Loud's meeting with the Town Manager, Selectman Jack Hurd, and Friends of Fox President Hilary Rappaport about the status of Fox was useful. Friends of Fox may be able to provide the equivalent of two days of Fox costs. This is contingent on a vote of their Board. Ms. Loud hopes to know very soon, as she imminently must submit her budget to the Town Manager.

FY 2011 and FY 2012 Budget Update

The budget projection for reduction has been revised again. Instead of being asked to reduce by \$250,000, the library is being asked to reduce by \$165,393. Ms. Loud reviewed new proposed draft budget reductions with the Trustees. Trustees were presented with two bad options, cutting one night per week or \$74,204 in Materials. There followed discussion about these two options, with concerns discussed about limiting access in the evening hours, cutting and re-arranging staff, and cutting the core of the library – its materials. Motion by Ms. Fennelly that the Trustees allow the Library Director to consult with the Town Manager on the final decision for budget recommendations for FY 2012, with the Library Director taking into consideration the concerns of the Trustees regarding closing one night per week versus cutting the materials budget approximately \$74,000. Motion seconded by Ms. Radochia. A vote was taken and the motion passed.

The library director updated the Trustees on FY11 changes based on what the Town Manager decides on whether he will unfreeze all the frozen vacancies.

Mid-Year Report of Trust Fund Liaison

7% of unrestricted funds have been spent for the first 6 months of the fiscal year. 26% of restricted funds have been spent. Some of the reference collection funds have been spent. 70% of technical processing trust allocations have been spent while 16% of the fundraising allocation has been spent. The wide range of expenditures is not unusual

at this time of year since some of it will be spent for summer programming. However, Ms. Muldoon requested updated numbers as needs change, particularly depending on budget constraints and cuts.

Mid-Year Report of Russell Fund Expenditures (library director)

We are at 53% spent for the Russell Fund. Details were provided by the director.

Mid-Year Evaluation of Trustee and Administrative Goals

The Trustees reviewed the progress toward the Trustee goals. Given the serious budget concerns, the Trustees have been advocating for the Library and we continue to do the best we can under the circumstances.

The Library Director reviewed the progress toward the Administrative Goals. The Trustees noted that the staff has accomplished a lot in working towards these goals.

Fundraising/Foundation

There is nothing to report on the foundation. The letter from the Ethics Commission will be placed on the agenda for next month to discuss whether Library Trustees can serve or if so, what their limitations will be. The Library Director has followed up with Dennis Lehane about an author event. We hope to schedule it in June.

2010 Annual Report

The Library Director updated the Trustees on the Annual Report draft. There is a question on the portion of the report that includes "future goals." These will be changed based on continued economic issues and decisions on budget reductions.

Film Series

Trustees are looking forward to the film series. There has been publicity in the Globe as well. There will be popcorn and seltzer. The Trustees recognize the work of Ms. Gandek-Tighe to put this new event together.

Salary Funding Request-Robbins Art Fund

Ms. Loud brought the Trustees a request for an additional 48 hours of personnel time for work on the Robbins Print Collection from the Robbins Art fund. The request is for \$1998 minus the \$286 carryover that is still waiting to be spent. Accordingly, the request is for a total amount of \$1712. A motion was made by Ms. Radochia to approve the appropriation of \$1712. Ms. Fennelly seconded the motion. A vote was taken and the motion was approved.

Recorder of Minutes

Ms. Radochia and Ms. Kennedy-Pfister will rotate the recording of minutes monthly.

Other

Ms. Gandek-Tighe and Ms. Loud discussed a request for the showing of the movie "Thy will be done" which is a documentary by an Arlington filmmaker, Alice Dungan Bouvrie. The movie explores the themes of gender identity and religion. A request was made that the film be shown at the library. The Trustees recommend that our film series planning partners screen it for a potential showing as part of the current or a future film series. They should screen with a view to how it fits with the current series choices and whether it would be a good component to future ones.

Next meeting is February 8th

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,
Brigid Kennedy-Pfister

Documents Provided

- Agenda Meeting of the Board of Trustees Tuesday January 11, 2011
- Draft Minutes of the Meeting of the Board of Trustees December 14, 2010
- Anne A. Russell Children's Fund Educational and Cultural Enrichment Fund Analysis of Expenditures July 1, 2010 through December 30, 2010.
- FY 2012 Budget Reductions 1/11/11
- Directors Report December 2010
- Email Communication from Charlotte Milan 1/10/11 re: Bake Sale Request
- Fiscal 2011 Action Plan (Administrative goals and objectives)
- DRAFT Annual Report 2010 excerpts